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Checklist for Promotion and Tenure committee Chairs

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Department of Management and Human Resources Checklist for Promotion and Tenure Committee Chairs

Check university dates and schedule meeting with adequate time before due dates.

Prior to asking the candidate to join the group, complete the following:

- _____ Make sure all committee members are present, or have read the materials and discussed insights and recommendations with the committee chair prior to the meeting.
- _____ At the start of the meeting, ask if all committee members have read the files. If not, stop the proceedings immediately and reschedule the meeting.
- _____ Ascertain that there is a current role statement and review the role statement.
- _____ Review teaching documentation relative to the role statement.
- _____ Review research documentation relative to the role statement.
- _____ Review service documentation relative to the role statement.
- _____ Outline any concerns raised by committee members.

Invite candidate to join the meeting.

- _____ Review teaching documentation relative to the role statement with the candidate.
- _____ Review research documentation relative to the role statement with the candidate.
- _____ Review service documentation relative to the role statement with the candidate.
- _____ Clearly state expectations for the candidate, both in the short term and the long term.
- _____ Give the candidate the opportunity to respond to the committee's questions and concerns.
- _____ Give the candidate the opportunity to ask the committee to clarify tenure and promotion standards, departmental or college expectations, and university procedures.

Ask the candidate to leave the room.

- _____ Take a proper vote on the continuation of the candidate's appointment. Results: _____
- _____ Draft a letter that makes the points (and state the concerns) raised at the candidate's meeting.

Date: _____ Chair: _____

Others in attendance: _____